



### For Office Use Only

Site Plan/Subdivision Number: \_\_\_\_\_

- ☒ Fee NONE
- ☐ Approved \_\_\_\_\_
- ☐ Revise \_\_\_\_\_
- ☐ Failed \_\_\_\_\_
- ☐ Vested \_\_\_\_\_

## Schedule A\*: Initial Test for Traffic Concurrency Roadway Impact Analysis Worksheet

*\*(to be used for projects affecting all roadways except US98, US90, Avalon Boulevard and Woodbine Road)*

**Project Name:** \_\_\_\_\_

**Parcel Identification Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Worksheet Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### A. GENERAL REQUIREMENTS

Check all that apply:

- ☐ The proposed project involves combined land and water area (including submerged land leased area) exceeding three (3) acres, but is not a single family home or residential duplex.
- ☐ The proposed project is a residential development including ten (10) or more dwelling units
- ☐ The proposed project involves more than 1500 square feet of non-residential floor space
- ☐ The development, in aggregate with other requests for a development order (permit), exceeds any of the above limits
- ☐ Existing Levels of Service on the affected roadways are at Level of Service E or lower

If any of the above conditions apply to the proposed project, then the applicant must demonstrate that the development meets traffic concurrency (proceed to Section B).

**B. TRIP GENERATION** *(Use the latest edition of Trip Generation from ITE)*

ITE Land Use Description and Numerical Code: \_\_\_\_\_

Page #: \_\_\_\_\_

Independent Variable: ..... \_\_\_\_\_

Size of Independent Variable: ..... [A]

Average Rate for Weekday: ..... [B]

Number of Trips (A x B): ..... [C]

New Trip Percentage: ..... [D]

Total New Driveway Trips (C x D): ..... [E]

Driveway Distribution Percentage (entering / exiting): ..... [F]

Total New Trips (E x F): ..... [G]

**C. AREA OF IMPACT-** *Attach a map illustrating the area of impact*

To determine the area (radius) of impact using Section 5.06.03(B) of the Santa Rosa County Land Development Code, the number of Total New Trips (Line [G] above) must be compared to the table in Section 5.06.03, which is reproduced below.

Total New Trips	Area of Impact to be Analyzed
Less than 500 total new trips	One mile or to all roadway links where the total new trips are equal to or greater than 1% of the maximum service volume at the adopted LOS standard, whichever is greater.
500-1500 total new trips	Two miles, or to all roadway links where the total new trips are equal to or greater than 1% of the maximum service volume at the adopted LOS standard, whichever is greater.
More than 1500 new trips	To all roadway links where the total new trips are equal to or greater than 1% of the maximum service volume at the adopted LOS standard, whichever is greater.

**ROADWAY SEGMENT(S):** *List the impacted roadway segments; a list of monitored segments is provided with this application, See Attachment #2.*

Segment #	Road Number & Name	From	To

**If US90, US98, Avalon Boulevard or Woodbine Road are listed above, please attach sections B,C, D and E of Schedule B for these segments ONLY.**

#### **D. TRIP DISTRIBUTION**

Apply 100% of the trips from Line [G] in Section B to the segment the project fronts on. Distribute a percentage of the total number of new trips on the remaining segments using a computerized traffic model or professional judgment and list the number of trips below.

Segment #	Road Name	% of Total New Trips Distributed to Segment	# of Trips Applied to Segment*

*\* Enter the numbers in the 4th column (# of trips applied to segment) on Line [G] of the worksheet on page 4. Attach a separate copy of Section E for each segment impacted.*

## E. ROADWAY IMPACT ANALYSIS

Attachment \_\_\_\_\_ of \_\_\_\_\_

Roadway Segment: \_\_\_\_\_

Project Name: \_\_\_\_\_

### Part I: *De Minimus* Determination

Total Number of New Trips: ..... [G]

Maximum Service Volume: ..... [H]

1% of Service Volume: ..... [I]

Is the Total Number of New Trips greater than 1% of the  
Maximum Service Volume ( $G > I$ )? YES NO (circle one) [J]

Total Number of New Trips: ..... [G]

Existing Roadway Segment Volume: ..... [K]

Committed Trips: ..... [L]

Background Traffic: ( $G + K + L$ ): ..... [M]

110% of Maximum Service Volume: ..... [N]

Does the amount of Background Traffic Exceed 110% of the  
Maximum Service Volume ( $M > N$ ) YES NO (circle one) [O]

Is the impacted segment part of a designated hurricane  
evacuation route? YES NO (circle one) [P]

☐ The answer is "NO" for all of the above. The project is *de minimus*, no further analysis required.

☐ The answer is "YES" for any of the above. The project is not *de minimus*, proceed to Part II.

### Part II: Non *De Minimus* Concurrency Determination

Is the amount of Background Traffic [M] greater than  
the Maximum Service Volume [H] ( $M > H$ )? YES NO (circle one) [Q]

☐ If "NO", then the project meets the test for concurrency. No further analysis required.

If "YES", then identify which of the following will be used to maintain the adopted LOS:

☐ Conducting a Traffic Impact Study

☐ Modifying the scope or reducing the scale of the project

☐ Withdrawing the Application



## GUIDANCE ON CONDUCTING THE INITIAL TEST FOR TRAFFIC CONCURRENCY (Schedule A)

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### SECTION A: GENERAL REQUIREMENTS

This section is intended to help the applicant determine if they are required to demonstrate that the proposed project will meet traffic concurrency. Any projects that meet one or more of the criteria listed must perform the initial test for traffic concurrency. Generally all single family homes on a single lot, residential duplexes on a single lot and commercial projects involving less than 1500 square feet are exempt from the concurrency process. However, if the project is part of other requests for a development order and the full development, in aggregate, meets or exceeds any of the criteria, then the project must demonstrate concurrency. In addition, if the project impacts a segment of roadway that is performing at or below Level of Service (LOS) E, then the project must demonstrate concurrency.

### SECTION B: TRIP GENERATION

**Step 1-** Determine the appropriate land use description and numerical code from the latest edition of the *Trip Generation Manual* from ITE. For example, a bank would either be Walk-In Bank, Land Use Code 911, or a Drive-In Bank, Land Use 912. Include the page number from the ITE manual that corresponds with the selected Land Use Code.

**Step 2-** Determine the most appropriate Independent Variable from the selected land use code (i.e. per 1000 ft gross floor area, per number of employees, per number of dwelling units etc...)

**Step 3-** Line [A] Calculate the size of the selected Independent Variable selected in Step 2.

For example: Independent Variable = 1000 square ft of gross floor area

Building Size = 100,000 square feet

$100,000 / 1000 = 100$

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Thus, the Size of the Independent Variable = 100

**Step 4-** Line [B] Determine the trip rate for a weekday by using the most appropriate of the following from the ITE Handbook:

- a) the weighted average rate
- b) regression (fitted curve equation)
- c) data collected locally based on guidance from the County and the latest edition of the Trip Generation Handbook, An ITE recommended Practice

**Step 4a-** If the weighted average is the most appropriate, calculate the number of trips by multiplying the Size of the Independent Variable (selected in Step 3) by the average rate provided in the Trip Generation handbook.

For Example:	10,000 square foot Office (Land Use Code 710) Size of Independent Variable = 10 Average Rate = 11.01 Number of Trips = $10 \times 11.01 = 110.1$
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**Step 4b-** If the regression (fitted curve) equation is most appropriate; calculate the number of new trips by inserting the Size of the Independent Variable into the provided equation

For example:	10,000 square foot Office (Land Use Code 710) Size of the Independent Variable = 10 Fitted Curve Equation: $\ln(T) = 0.768\ln(X) + 3.654$ <small>(X = Size of the Independent Variable)</small> Calculation: $\ln(T) = 0.768\ln(10) + 3.654$ $\ln(T) = 5.4$ $T = 221.4$
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**Step 4c-** Local data may need to be collected:

- a) if the study site is not compatible with the ITE land use code definition
- b) when only 1 or 2 studies have been conducted
- c) the independent variable does not fall within the range of data
- d) when neither the weighted average rate line or fitted curve fall within the data cluster at the size of development
- e) as recommended by the ITE Trip Generation Handbook

**Step 5-** Line [C] Enter the number of trips calculated in step 4a, 4b or 4c on Line [C]

**Step 6-** Line [D] To calculate the total number of new trips, first determine the appropriate new trip percentage for the selected Land Use Code by:

- a) looking up the new trip percentage in Table 5.06.02 in the Santa Rosa County Land Development Code or see the table as provided with this application (Attachment 1)
- b) developing pass-by, diverted link and internal capture rates for the proposed site based on guidance from the ITE Trip Generation Handbook

Enter the new trip percentage in Line [D].

**Step 7- Line [E]** Calculate the number of Total New Driveway Trips by multiplying the Number of Trips (Line [C]) by the New Trip Percentage (Line [D]). Enter this number on Line [E].

For example: Number of Trips for 10,000 square foot Office = 110.1  
New Trip Percentage (from Table 5.06.02 in the LDC) = 92%  
Total New Trips =  $110.1 \times 92\%$   
 $T = 101.29$

**Step 8: Line[F]-** In the basic information listed at the top of the page from the ITE Trip Generation manual is the Directional Distribution. This indicates the number of entering and exiting trips. Choose the higher of these two percentages and enter it into Line [F].

**Step 9:** Line [G]- Multiply Line [E] by Line [F] to calculate the Total New Trips. Enter the product in Line [G].

**Example: Trip Generation Calculation**

**ITE Land Use: General Office, Land Use Code 710**  
**Independent Variable: 1000 square feet of gross floor area**  
**Page #: 1052**  
**[A]** Size of Independent Variable:  
Building Size = 10,000 square feet  
 $10000 \text{ sq. ft.} / 1000 \text{ sq. ft.} = 10$   
**[B]** Average rate = 11.01  
**[C]** Number of Trips =  $10 \times 11.01$   
 $= 110.1$   
**[D]** New Trip Percentage = 92%  
**[E]** Total New Driveway Trips =  $110.1 \times 92\%$   
 $= 101.3$   
**[F]** Driveway Distribution Percentage = 50%  
**[G]** Total New Trips =  $101.29 \times 0.50$   
 $= 50.7$

## Section C: Area of Impact

Compare the number of Total New Trips calculated in Section B to the table on page 2. List those segments within the applicable area of impact in the space provided. Refer to the list provided with this application (Attachment #3) for segments monitored by Santa Rosa County. If more than five segments are affected, please submit an attachment listing the additional segments and their limits. Complete Section E, Part I (and Part II if needed) for each of the roadway segments listed in Section C.

## Section D: Trip Distribution

Distribute trips onto the affected segments, attenuating traffic along segments further from the project site. To determine what percentage of the new trips will use outlying segments, use either a computerized traffic model or professional judgment to distribute trips on the network.

## Section E: Roadway Impact Analysis

### Part I: *De Minimus* Determination

**Step 1-** Line [G]: Enter the number from the Line [E] (Total Number of New Trips) in Section B on page 2.

**Step 2-** Line [H]: Enter the Maximum Service Volume for the roadway segment. See Attachment #2 included with this package for the maximum service volumes for each segment.

**Step 3-** Line [I]: Multiply the Maximum Service Volume from Line [H] by 1% (0.01). Enter this volume on Line [I].

**Step 4-** Line [J]: If the number on Line [G] is greater than Line [I], circle YES. If the number on Line [G] is less than the number in Line [I], circle NO.

**Step 5-** Again, enter the number from the Line [G] (Total Number of Trips) in Section B on page 2.

**Step 6-** Line [K]: Enter the existing volume of traffic on the roadway segment. See Attachment #2 for the most recent traffic count.

**Step 7-** Line [L]: Enter the number of committed trips from previously permitted developments. *Contact Planning and Zoning staff for the most up to date number of committed trips.*

**Step 8-** Line [M]: Calculate Background Traffic by adding lines [G] , [K] and [L] (Total Number of New Trips + Existing Roadway Segment Volume + Committed Trips).

**Step 9-** Line [N]: Multiply the Maximum Service Volume (Line [H]) by 110% (1.10).

**Step 10-** Line [O]: If Line [M] is greater than Line [N] circle YES. If Line [M] is less than Line [N], circle NO.

**Step 11-** Line [P]: Determine if the roadway segment is part of a designated hurricane evacuation route. Refer to Attachment #3 included with this package for a listing of designated evacuation routes. If the roadway segment is part of a designated hurricane evacuation route, circle YES. If the roadway segment is not part of a designated hurricane evacuation route, circle NO.

If NO is circled on Lines [J], [O] **AND** [P], then the project can be considered *De Minimus*, no further analysis is required before returning the application to Santa Rosa County Planning & Zoning.

If YES is circled on Lines [J], [O] **OR** [P], then the project is not considered *De Minimus*. Complete Part II to determine if the project meets concurrency.

#### Part II: Non De Minimus Concurrency Determination

**Step 1-** Compare the amount of Background Traffic (Line [M]) to the Maximum Service Volume (Line [H]). If the Maximum Service Volume is greater than the amount of Background Traffic, circle NO and check the first box. The project meets concurrency requirements; the application may be submitted to Planning and Zoning without further analysis.

If the Maximum Service Volume is less than the amount of Background Traffic, circle YES. The project does not meet the initial test for concurrency. Choose one of the three boxes under "If YES to [Q]" and contact Planning and Zoning staff for further guidance.

## Attachment 1

ITE Code and Land Use Type		New Trip %
<b>Ports/Terminals</b>		
010 Waterports, 021 Commercial Airports		90%
022 General Aviation		80%
030 Truck Terminals		90%
<b>Industrial and Storage Uses</b>		
100 Industrial, 110 General Light Industrial, 120 General Heavy Industrial, 130 Industrial Park, 140 Manufacturing, 150 Warehousing		92%
151 Mini-Warehouse		74%
<b>Residential</b>		
210 Single Family Detached, 221 Low-Rise Apartment, 222 High Rise Apartment, 230 Residential Condo, 240 Mobile Home, 250 Retirement Community, 260 Recreation Home, 270 Planned Unit Development		100%
<b>Hotel/Resort/Recreational</b>		
310 Hotel		91%
320 Motel		59%
330 Resort Hotel		75%
400 Recreational, 410 Park, 411 City Park, 412 County Park, 413 State Park, 420 Marina, 430 Golf Course		90%
492 Racquet Club		75%
<b>Institutional</b>		
501 Military Base		92%
520 Elementary School		80%
530 High School, 540 Junior/Community College, 550 University, 590 Library		90%
610 Hospital		77%
620 Nursing Home		75%
630 Clinic		92%
<b>Office</b>		
General Office : 711 < 100,00gsf, 712 100,000-190,000 gsf, 713 >200,000 gsf		92%
720 Medical Office		77%
730 Government Office		72%
731 State Motor Vehicle Department		85%
732 Post Office		25%
740 Civic Center		88%
750 Office Park, 760 Research Center		92%
<b>Retail/Restaurant</b>		
814 Specialty Retail		88%
815 Discount Store		40%
816 Hardware/Paint Store		79%
820 Shopping Center <50,000gsf, 821 50,000-99,999gsf		49%
822 Shopping Center 100,000-199,999gsf		63%
823 Shopping Center 200,000-299,999gsf		75%
824 Shopping Center 300,000-399,999gsf		79%
825 Shopping Center 400,000-499,999gsf		80%
826 Shopping Center 500,000-999,999gsf, 827 1,000,000-1,249,999gsf, 828 >1,250,000gsf		81%
831 Quality Restaurant		82%
832 High Turnover Sit-Down Restaurant, 833 Drive-In Restaurant		54%
841 New Car Sales		79%

**Attachment 1**

844 Service Station	23%
846 Car Wash	67%
850 Supermarket	53%
851 15-16 hour Convenience Market, 852 24-hour Convenience Market	25%
860 Wholesale	62%
890 Furniture Store	40%
<b>Banks/Insurance</b>	
911 Walk-In Bank	80%
912 Drive-in Bank	61%
930 Insurance	60%

**Attachment 2**  
**Santa Rosa County Concurrency Management System**  
**Roadway Segment Capacities and Remaining Trips**  
**(as of 5/21/2003)**

<b>Segment Number</b>	<b>Road Name</b>	<b>Segment Limits</b>	<b>Max Service Volume</b>	<b>Traffic Count</b>
1	SR4	Escambia County Line to CR399	8200	3400
2	SR4	CR399 to Okaloosa County Line	8200	1300
3	I-10	Escambia County Line to Avalon Boulevard	49,200	43,500
4	I-10	Avalon Boulevard to SR87	46,900	27,000
5	I-10	SR87 to Okaloosa County Line	32,300	19,500
6	US90*	Escambia County Line to Woodbine Road	3600	2151
7	US90*	Woodbine Road to East Spencer Field Road	2710	1577
8	US90*	East Spencer Field Road to Bell Lane	2690	1707
9	US90*	Bell Lane to Avalon Boulevard	1820	1179
10	US90*	Avalon Boulevard to Parkmore Plaza Road	2600	1553
11	US90*	Parkmore Plaza Road to SR87 (Stewart Street)	2560	1033
12	US90*	SR87 (Stewart Street) to Ward Basin Road	870	226
13	US90*	Ward Basin Road to Airport Road	1660	474
14	US90*	Airport Road to SR87S	740	497
15	US90*	SR87S to Okaloosa County Line	1580	228
19	US98*	East End of Naval Live Oaks to College Parkway	2670	1877
20	US98*	College Parkway to Soundside Drive	2400	1344
21	US98*	Soundside Drive to Sunrise Drive	2190	972
22	US98*	Sunrise Drive to Navarre School Road	2330	1300
23	US98*	Navarre School Road to Panhandle Trail	2780	1313
24	US98*	Panhandle Trail to Okaloosa County Line	4190	1715
25	SR87N	US90 to SR89	35,500	16,000
26	SR87N	SR89 to Whiting Field Entrance	15,600	7900
27	SR87N	Whiting Field Entrance to Alabama State Line	8200	2200

## Attachment 2

Segment Number	Road Name	Segment Limits	Max Service Volume	Traffic Count
28	SR87S	US98 to Eglin AFB Southern Boundary	33,200	10,700
29	SR87S	Eglin AFB Southern Boundary to US90	23,300	7300
30	SR89N	US90 to Hamilton Bridge Road	35,000	15000
31	SR89N	Hamilton Bridge Road to SR87	35,000	10,600
32	SR89	Alabama State Line to Pollard Road	13,000	1600
33	SR89	Pollard Road to Shell Road	15,000	2800
34	SR89	Shell Road to SR87	13,000	1900
35	SR281 Avalon Boulevard	US98 to I-10	16,400	3300
36	SR281 Avalon Boulevard*	I-10 to Mulat Road	1730	960
37	SR281 Avalon Boulevard*	Mulat Road to US90	1160	1091
38	SR399 Navarre Beach Bridge	US98 to CR399 (Gulf Boulevard)	17,700	5700
39	CR89 Ward Basin Road	US90 to I-10	24,500	5000
40	CR184 Hickory Hammock Road	SR87 to SR89	24,800	3400
41	CR184A Berryhill Road	CR197 to SR89	16,600	9700
42	CR191 Munson Highway	SR87to CR87A East Gate Road	16,600	4600
43	CR191B/281B Sterling Way	CR197A to Avalon Boulevard	24,800	3400
44	CR197 Floridatown Road	US90 to Diamond Road	16,600	2700
45	CR197 Chumuckla Highway	US90 to CR184 (Quintette Road)	16,600	8600
46	CR197 Chumuckla Highway	CR184 to CR191	16,600	5700
47	CR197A Woodbine Road*	US90 to Guernsey Road	1010	851
48	CR197A Woodbine Road*	Guernsey Road to CR197	980	675
49	CR197A Bell Lane	US90 to CR191B	16,600	6300
50	CR399 Gulf Boulevard	South Approach of Navarre Beach Bridge to Escambia County Line	17,700	6400
51	CR399 East Bay Boulevard	US98 to SR87	17,700	8100
52	CR87 Langley Street	SR87 to Whiting Main Gate	10,900	5100

## Attachment 2

Segment Number	Road Name	Segment Limits	Max Service Volume	Traffic Count
53	CR89 Ward Basin Road	South Terminus to US90	10,900	4100
54	CR182 Allentown Road	SR87 to SR89	10,700	1200
55	CR182 Allentown Road	SR87 to SR89	10,700	550
56	CR184 Quintette Road	Chumuckla Highway to Escambia River	10,700	4800
57	CR191 Garcon Point Road	SR281 to I-10	10,900	1700
58	CR191 Garcon Point Road	I-10 to Bagdad	10,900	5400
59	CR191 Munson Highway	CR87A to SR4	10,900	1000
60	CR191 Willard Norris Road	Chumuckla Highway to SR87	10,900	7700
61	CR191A Oriole Beach Road	US98 to South End	10,900	3200
62	CR191A Old Bagdad Highway	US90 to CR191	10,900	2300
63	CR191B Soundside Drive	US98 to East Terminus	10,900	900
64	East Spencer Field Road	US90 to North Spencer Field Road	10,900	5800
65	West Spencer Field Road	US90 to Berryhill	10,900	6000
66	Pine Blossom Road	Willard Norris Road to SR89	10,700	2500
67	Glover Lane	US90 to Berryhill Road	10,900	10,200
68	Bay Street	CR191A to East Terminus	10,900	600
69	Gondolier Boulevard	Entrance to Villa Venyce to Terminus	10,900	3800
70	Mulat Road	Avalon boulevard to CR191B	10,900	2000
71	Hamilton Bridge Road	East Spencer Field to Milton City Limits	10,900	3200

\* All data for these segments is reported in peak hour peak direction format.

### Attachment 3

#### Hurricane Evacuation Routes

Route Number	<i>Route Name</i>	Limits
SR8	I-10	Escambia County Line to Okaloosa County Line
SR30	US98	Escambia County Line to Okaloosa County Line
SR10	US90	Escambia County Line to Okaloosa County Line
SR87	SR87	Alabama State Line to Terminus
SR89	SR89	Alabama State Line to Terminus
SR281	Avalon Boulevard	US90 to US98
CR197	Chumuckla Highway	Alabama State Line to Terminus
CR191	Munson Highway	Alabama State Line to Terminus
CR89	Ward Basin Road	Alabama State Line to Terminus